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SECRETARY-GENERAL'S BULLETIN

To: Members of the staff

Subject: INTEGRATED MANAGEMENT INFORMATION SYSTEM: DEFINITION OF RESPONSIBILITY FOR THE IMPLEMENTATION AND OPERATION OF THE SYSTEM AND TERMS OF REFERENCE OF THE STEERING COMMITTEE*

1. The General Assembly, in its resolution 43/217 of 21 December 1988, approved the implementation of the Integrated Management Information System (IMIS) project. The purpose of the project is to develop and implement integrated software for the processing of and reporting on administrative actions in the areas of personnel, finance, procurement and travel at major duty stations. The software has been designed to function within a controlled, secure environment, with audit trails and built-in control mechanisms.

2. The responsibility for this project has been delegated to the Under-Secretary-General for Administration and Management, who also acts as Chairperson of the IMIS Steering Committee.

3. The Assistant Secretary-General for Conference and Support Services is delegated the responsibility for the overall management of the project. In particular, he monitors the project plan implementation, supervising the IMIS Project Chief in this regard; monitors the use of project resources, including the administration of contracts; monitors and accounts for the implementation of decisions of the Steering Committee; and coordinates the activities of the Steering Committee.

4. The heads of offices in the Department of Administration and Management responsible for the programme budget and accounts, human resources management and support services related to IMIS, will ensure the implementation and operation of the system in their respective offices and the monitoring of its operation by departments and offices to which authority to process

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* Personnel Manual index No. 180.

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administrative actions in these areas has been delegated. In particular, they are responsible for monitoring system development activities and adherence to the approved schedule; ensuring that the software meets the functional and operational requirements and establishing related operational procedures; and ensuring that adequate staff resources are assigned in their offices to development-related activities, implementation, operation and maintenance of the system.

5. Heads of offices at designated duty stations away from Headquarters are responsible for the implementation and operation of the system in their respective offices. In particular, they monitor all implementation-related activities, establish local operational procedures and ensure the adequacy of resources to coordinate implementation and daily operation of the system. The responsibility shall rest with the Director of Administration at those locations where common services are provided to more than one office or programme.

6. Heads of departments and offices are responsible for ensuring compliance by their executive/administrative officers with the relevant rules and procedures for which authority has been delegated to departments or offices, and for the related operations of the system.

7. The IMIS Project Chief is responsible for all activities related to the development of the system and for coordinating the relevant activities of the departments and offices concerned. In particular, the IMIS Project Chief manages the day-to-day operations of software development; supervises the IMIS team; monitors the work of the contractors and administers the contracts and the budget of the project; and coordinates activities with programmes of the Organization and with specialized agencies of the United Nations system.

8. The IMIS Steering Committee performs the following functions:

(a) It approves the scope of the project, the overall schedule and plan for implementation, and expected major deliverables;

(b) It approves budget proposals and sources of funding for the project;

(c) It approves reports to be submitted to the General Assembly and to the Advisory Committee on Administrative and Budgetary Questions;

(d) It approves staffing resources needed for the project development team and implementation of maintenance-related activities;

(e) It approves major items of expenditure;

(f) It approves acceptance of major deliverables;

(g) It selects major contractors for the project;

(h) It approves new administrative or management policies required as a result of IMIS implementation which are not the direct responsibility of individual heads of offices of the Department of Administration and Management,

and makes proposals, if applicable, for reviewing the delegation of authority in specific areas;

(i) It decides on cooperation with programmes of the Organization and specialized agencies of the United Nations system.

9. The membership of the IMIS Steering Committee is as follows:

Chairperson: Under-Secretary-General for Administration and Management

Members: Assistant Secretary-General for Conference and Support Services, Department of Administration and Management

Assistant Secretary-General for Human Resources Management, Department of Administration and Management

Assistant Secretary-General for Programme Planning, Budget and Accounts, Department of Administration and Management

Assistant Secretary-General for Planning and Support, Department of Peace-keeping Operations

Director of Information Technology, Office of Conference and Support Services, Department of Administration and Management

Ex-officio: IMIS Chief of Project

Executive Officer, Department of Administration and Management

10. The IMIS Steering Committee may also invite heads of departments or offices to participate in its deliberations as appropriate.

Boutros BOUTROS-GHALI
Secretary-General